



COMMUNITY BUILDING RESERVATION AGREEMENT

Community Building at 401 North Boundary Street
Williamsburg, Virginia 23185
(757)220-6127 (757)220-6140

This Reservation Agreement must be completed and returned to the Public Works & Utilities Office at 401 Lafayette Street along with a damage deposit, within **one week** of making a temporary reservation, and no later than one month prior to the event date to finalize the reservation. The applicant must read and agree to abide by Policy and Procedures of the Community Building. (Revised 01/01/06) Anyone signing this form **MUST BE 21 YEARS OF AGE** and must accept the responsibility for the use of the Community Building during the date and time agreed. A refundable damage deposit (see fee policy) must be included with this application. Please make checks payable to the City of Williamsburg. All deposits will be returned except as explained in the Policy and Procedures.

APPLICANT INFORMATION

Contact Person's Name_____

Address_____

City/State/Zip Code_____

Phone/Fax _____/_____ Email_____

Do you reside in the City of Williamsburg Yes____ No____

Name of Organization (if applicable)_____

Address of Organization_____

City/State/Zip Code_____

PROGRAM INFORMATION

Date of Event:_____/_____/_____

Time In (Set Up):_____ Time Event Begins_____ Stop Time (Clean Up):_____

Note: The user fee is based on the entire period that the Building is made available for the planned event, including preparation, support activities and clean up.

Description of Proposed Activity_____

Total Number of Expected Participants_____

Note: Occupancy is limited to 300 by Fire Code.

Specific Needs Requested:

- | | |
|--|--|
| <input type="checkbox"/> Community Building Large Room | <input type="checkbox"/> Community Building Small Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> West Terrace |
| <input type="checkbox"/> Audio-Equipment/Projection Screen | <input type="checkbox"/> Public Address/Lectern |
| <input type="checkbox"/> Tables/chairs | <input type="checkbox"/> Set-up Services (City owned Equipment only) |

Will rental equipment or furniture be used for the event? Yes _____ No _____

Name of Rental Company _____

Address of Rental Company _____

Names of Contact Persons _____

Contact's Telephone Number _____ Cell Phone _____

It is the responsibility of the User to ensure that deliveries and removal of Rental Equipment; and set-up, decorating, break-down, and cleanup are accomplished within the time period reserved by the Applicant on the Reservation Agreement. Increased access to the Community Building not provided for in the Reservation Agreement and User Fee will be deducted from the Damage Deposit at the hourly rate.

*If the answer to any of questions above was "YES", please fill out the attached FOOD AND BEVERAGE AGREEMENT form.

INSURANCE INFORMATION

A CERTIFICATE OF INSURANCE for General Liability covering the event with the City of Williamsburg named as an additional insured may be required. You will be notified if a certificate of insurance must be provided to the City Manager's Office at least 10 days prior to the event.

Please read carefully the following statement before signing:

I have read and understood the Policies and Procedures governing the use of the Community Building at 401 North Boundary Street and understand that the refund of my deposit paid is conditioned upon my adherence to these policies and procedures. I agree that I will not seek any liability compensation from the City of Williamsburg or its employees or designees in conjunction with the use of the Community Building at 401 North Boundary Street.

DATE ____/____/____

SIGNATURE _____

TITLE _____

FOR OFFICIAL USE ONLY

Date Application Received _____

Damage Deposit Received _____

Priority Classification: ☐ Government ☐ Non Profit Association

☐ City resident ☐ Non-resident

☐ For Profit Business

☐ Certificate of Insurance is required

User Fee: \$ _____

User Fee Due Date \$ _____

Comments:

Application is APPROVED

DENIED

Signature _____ Date _____